



Exchanges & Study Abroad at the University of St Andrews

Information for Partner Institutions 2018-2019

Please note that this information is designed for colleagues at partner institutions. Please direct students to our online information at: www.st-andrews.ac.uk/studyabroad

Contacts

Contact Us	Collaborations & Study Abroad (CSA) Team Registry St Katharine's West, 16 The Scores, St Andrews KY16 9AX, Scotland, UK T: +44 (0) 1334 462245 E: studyabroad@st-andrews.ac.uk
Website	www.st-andrews.ac.uk/studyabroad
Our Team	Samantha Lister, Assistant Registrar (Academic Partnerships and International Experience) Bronagh Crosse, Student Mobility Officer Christian Harding, Collaborations Officer Robert Holmes, Senior Administrator Brenda Marin, Senior Administrator (Erasmus+) Morag Mayes, Senior Administrator
Emergency Contacts	During office hours, please contact the CSA Team <u>Out of hours</u> University switchboard: +44 (0) 1334 476161 In an emergency, partners may also reach Sam Lister on +44 (0) 7703 294 502

Nominations and applications

Nominations and deadlines	We are grateful to partners for nominations via email at studyabroad@st-andrews.ac.uk no later than 1 April for September entry and 15 October for January entry. Please just contact us if you are unable to make this deadline.
Application deadlines	<u>September entry</u> Applications open: 15 February Deadline: 15 April <u>January entry</u> Applications open: 1 September Deadline: 31 October
Application documents	A complete application includes: <ul style="list-style-type: none"> • Application form • Transcript • Academic reference • Proof of English language proficiency if appropriate
Entry requirements	Candidates should have a minimum average grade of 3.2 (on a US 4.0 GPA scale) or equivalent.

	Candidates whose first language is not English will be expected to meet our English language requirements (minimum IELTS 7.0). Full details of accepted tests are available at: www.st-andrews.ac.uk/elt/entry/undergraduate/
Applying to St Andrews	Undergraduate applicants should apply online at: https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/applying/ Postgraduate applicants should return an Application form, available at the above weblink, to studyabroad@st-andrews.ac.uk
Offer of a place	Applicants may expect to hear a decision from us via email within four weeks of submitting a complete application. Applicants should email saresponse@st-andrews.ac.uk to confirm that they wish to accept their offer of a place.

Academic calendar 2018-2019

See <https://www.st-andrews.ac.uk/semesterdates/2018-2019/> for full details and future dates

Martinmas Semester (Semester One)	Orientation: 10 September – 14 September Teaching: 17 September – 22 December Exams: 10 December – 21 December
Candlemas Semester (Semester Two)	Orientation: 28 January – 1 February Teaching: 28 January – 26 April Spring Vacation: 18 March – 29 March Exams: 13 May – 24 May

Travel

It is important that students **do not** fly to the UK via Dublin, Ireland, as this causes problems with immigration into the UK. Information about travelling to St Andrews is available at:

www.st-andrews.ac.uk/about/visiting/travel/

Visas and immigration

See <https://www.st-andrews.ac.uk/international/information/visas/> and <https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/before/healthcare/>

Full Academic Year	<p>Students from countries outside the EEA/ Switzerland need to apply for a Tier 4 Visa. Once an entrant has accepted their offer to study at St Andrews, we will ask him/her to upload passport information and a copy of their passport, and subsequently to check the accuracy of the information. St Andrews will then issue the entrant with a CAS, which is used to apply for a Tier 4 visa.</p> <p>Entrants will be given a temporary visa in their passports called a vignette, which is valid for 30 days from the start date of their course and allows travel into the UK. Leave will start one month before the course start date stated on the CAS.</p> <p>Entrants must then collect their Biometric Residence Permit (BRP) on arrival in the UK. At St Andrews, students will be able to collect their card as part of their matriculation process, provided they quote the University's unique</p>
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	Alternative Collection Location code (2HE357) on their visa application (guidance is provided to students as part of the CAS process).
Semester Only	
<ul style="list-style-type: none"> • Non-visa national 	Students can enter the UK on a Short Term Study Visa. St Andrews will issue a letter which entrants should bring with them on arrival into a UK airport.
<ul style="list-style-type: none"> • Visa National 	Entrants should apply for a Short Term Study Visa before entering the UK. The CSA team will provide information to entrants as required.

Biometric Residence Permits (BRP)

www.st-andrews.ac.uk/international/information/visas/applying/newstudents/

Please see the above webpage for up to date information about BRP cards.

Immigration Healthcare Surcharge

www.st-andrews.ac.uk/international/information/visas/applying/newstudents/

This charge came into effect in the UK in April 2015 and affects all Tier 4 students. The Surcharge will be collected by the Home Office at the point of visa application and will go directly to the NHS. It will give migrants access to the National Health Service on the same terms as a permanent UK resident.

Short Term Study Visa students will **not** be liable for the Surcharge, but will be charged for some NHS medical treatments they receive and so they should ensure that they obtain medical insurance before travelling to the UK. Accident and Emergency care will remain free of charge.

English language courses

The University offers pre-sessional courses, in-sessional support and modules for students whose first language is not English. Full information is available at:

<https://www.st-andrews.ac.uk/elt/presessional/>

Academic information

- The Course Catalogue has information about all available modules, including a brief description of content, credits, level, semester availability, contact hours and independent study hours, and assessment. Please get in touch with us if you would like further information on any of our modules to help your students prepare.
- A standard full-time course load for a visiting student is 50-70 credits (25-35 ECTS credits) per semester.
- Most modules come in values of 10, 15, 20 or 30 credits, so students might take fewer classes than at home (e.g. two 30 credit modules), but each module has a high workload. One credit represents the outcome achievable by the average student through 10 notional hours of learner effort.
- Modules at first and second level (1000 and 2000) are known as 'sub-honours', while modules at third and fourth level, and in some subjects, fifth level, (3000, 4000, and some 5000) are known as 'Honours'. Please note that Honours modules (and some 1000 and 2000 modules) require significant background knowledge.

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- Students attending St Andrews through a subject-specific exchange are expected to take at least one module per semester in the subject of the exchange.
- Students will be asked to pre-advise online, but module enrolments will only be finalised during Academic Advising, when students will have the opportunity to discuss their programme with an Adviser.

The Course Catalogue, further information, and our *Top Ten Tips to Maximise Your Study Abroad Experience* are available at:

<https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/>

Accommodation

See <https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/applying/accommodation/> for information on accommodation for Exchange and Study Abroad students.

Martinmas Semester (Semester One)	Halls of Residence open Saturday 8 September
Candlemas Semester (Semester Two)	Halls of Residence open Wednesday 23 January

Fees and expenses

Fees for the International Study Abroad Programme are:

Session	Academic Year	Semester
2018-2019	£16,950	£8,475

The Programme Fees above cover tuition only. Residence fees are available at:

<https://www.st-andrews.ac.uk/accommodation/ug/ugfees2018/> Partners who require residence fees by semester may contact the CSA team.

Where students are sponsored by a partner institution for tuition and/ or accommodation, invoices will be sent in August/ September and January/ February of each year.

Self-funded students will find information about paying fees at:

<https://www.st-andrews.ac.uk/students/money/fees/howareyoupaying/payingtheuniversity/payingtuitionfees/>

Student life

Life as a student at the University of St Andrews is a unique experience. From the bonding experience of the student traditions to the numerous sports clubs, societies and volunteering activities, there really is an activity for everyone. For details, please see:

www.st-andrews.ac.uk/study/why/life/

Policy

Our *Policy on the Admission and Registration of Exchange and Study Abroad Students* is available at:

<https://www.st-andrews.ac.uk/study-abroad/at-st-andrews/student-policy/>

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